

Blackfen School – Short term closure Procedures/Policy

October 2018

1. Background

1.1. This short term closure procedure document replaces the adverse weather guidance previously in place.

1.2. The policy has been updated to reflect the most up to date guidance.

2. Statement of Intent

2.1. The school will make every effort, subject to health and safety requirements, to keep the school open so students can continue to learn.

2.3. The school will always be open for any external examinations.

3. Decision to close

3.1. The decision to close the school is made by the Head Teacher in discussion with the Chair of Governors, the Business Manager and the Site Manager.

3.2. The possible reasons for closure are: (please note that this list is not exhaustive)

- A severe weather forecast
- Disruption to transport routes
- Insufficient numbers of staff to supervise students
- Safety of the school site for staff and students
- Plant breakdown e.g. running water, gas leak, chemical leak or heating
- Small fire or fire in the local area

4. Procedures if the decision is taken to close the school

4.1. Closure 1: School in session

4.11. The Head Teacher will notify all staff that the school will be closing.

4.12. Parents will be notified that the school is to be closed (see below).

4.13. Students will be sent to Community registration rooms and will be notified of the closure or will be registered by their subject teacher. This will depend on circumstances.

4.14. The Office staff will provide a list of students (to the Tutor) who do not have permission to be sent home and the Tutor should escort these students to the Canteen.

4.15. The Deputy Head (Student Development, Behaviour and Welfare and an Assistant Head should be at the Canteen to receive the students from the Tutor. These students should be supervised until

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3.10 or until contact is made with home.

4.16. Staff should not leave the school site until the Head Teacher has sent a message to all staff informing them that they can leave the site. This will be soon after the site is clear of most students.

4.17. It is the responsibility of the Leadership Team to supervise any students remaining on site.

4.18. If a decision is made to keep the school open individual parents have the right to collect their daughter from school if they feel that it is in the interest of their child's safety to go home. We will respect their wish to come to school to collect that student. The student must sign out at Room 2.

4.2. Closure 2: School in session and students evacuated

4.21. If the school has been evacuated students will be registered and dismissed from the evacuation point.

4.22. Parents will be notified that the school is to be closed (see below) and where students will be dismissed from and at what time.

4.23. As far as possible the school will aim to continue to run external examinations. If, due to safety reasons, this is not possible, parents will be contacted and the examination boards will be notified. This decision will be taken by the Head Teacher with the Deputy Head Teacher.

4.24. Any remaining students will be taken inside until 3.10 subject to the area being deemed safe.

4.3. Closure 3: School not in session

4.31. If a decision to close the school is taken before the start of the school day staff and parents will be notified (see below).

4.32. In most cases the decision to close the school will be taken on the day of the closure.

4.4. Closure 4: Partial closure

4.41. On some occasions it may be possible to open the school late or close early due to adverse weather or other short term circumstances. In these instances, staff should be in school for the time that the school is open.

4.42. It may also be possible to open for specific groups of students e.g. examination groups. In these instances, staff should be in school for the time that the students are in school.

5. Information to Staff and Parents regarding the closure or reopening of the school after a closure and responsibilities of staff

5.1. Staff

Information not relevant for parents/carers.

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5.2. Parents and Students

The following methods are used to communicate with parents. These are also outlined in the short term closure letter sent to all parents in November.

Notification of decision on the school website
Notification of decision on open check (LGFL)
Text alert/email alert – School in session
Text alert/email alert – School not in session
Twitter alert
Telephone answerphone message changed

Work ideas for students to study at home. Information will be provided on the website.

5.3. Staff specific roles during a closure

Not relevant for parents.

6. Expectations of staff

Not relevant for parents/carers.

7. Guidance

DfE – Advice on severe weather – 7 February 2013

Emergencies and severe weather: schools and early years settings. DfE March 2014.

DfE Guidance - Emergency planning and response – December 2015

Date of Policy: October 2018

Lead Person: Business Manager

Date to be reviewed: October 2019